



Montgomery County Department of Permitting Services

255 Rockville Pike, 2nd Floor
Rockville, MD 20850-4166
Phone: 311 in Montgomery County or (240)777-0311
Fax: (240)777-6262
<http://www.montgomerycountymd.gov/permittingservices>



Application for Mechanical Permit

A. Important Notes about Permit Application

NOTE 1: FEES MAY BE SUBJECT TO ANNUAL CHANGES EFFECTIVE JULY 1ST.

NOTE 2: MAXIMUM OF TEN (10) PERMIT APPLICATIONS PER ONE CHECK.

NOTE 3: This permit can be voided with a written request from the Master HVAC or Home Owner. A new mechanical permit shall be obtained within 30 days.

A/P# _____ Building Permit # _____ Contact ID _____

Additional Requirements:

A building permit must be issued prior to the issuance of a mechanical permit, unless otherwise approved. An electrical permit is also required for any electrical work to be performed.

A. Location of Building Premise

Street Address _____ Suite/Floor _____
City _____ State _____ Zip _____

B. Applicant (Company/Person)

Name _____
Company/Person that Permit will be issued to _____
Street Address _____ Suite/Floor _____
City _____ State _____ Zip _____
Telephone # _____ Fax # _____ *E-mail Address _____
Name of Firm _____ Phone # _____
Masters Name _____ Phone # _____
State HVAC License # _____ State Master Plumber License # _____ (LP-gas installation only)
State HVAC Expiration # _____
State LP-Gas Certified # (for LP-gas installation only) _____
Original Signature of Master: _____ **Date:** _____

Contact _____ Telephone # _____

Property Owner _____ Date _____ Phone # _____

Equipment Detail: ☐ Residential Building

Work Type: ☐ New

Construction Costs (commercial only):

☐ Commercial Building

☐ Replace

A. Contract Value \$ _____

B. Material and Equipment Value \$ _____

Total (A-B) \$ _____

C. Fees

The minimum fee is \$65.00 for residential installations and \$105.00 for commercial installations. Depending on the extent of the work, the fee may be greater than the minimum. Except for one-and two family detached and attached dwellings, the base mechanical fee shall be 1.59% of the cost difference between the contract value and the value of listed equipment. This fee is in addition to the equipment fee listed in this section.

EQUIPMENT FEES (NEW, REPLACEMENT, AND REPAIR)

Heating Equipment (includes but is not limited to heat pump auxiliary heat, heating capacity of packaged units, duct heaters, VAV box heating elements, LP gas-fired fireplaces, etc.)

Each 100 MBH or fraction \$23.00

Cooling Equipment (includes but is not limited to cooling capacity of heat pumps, packaged units, cooling boxes, cooling equipment with compressors, etc.)

Each 5 ton capacity or fraction \$23.00

Fuel Tanks

Each 500 water gallons \$52.00

Expansion Tanks

Each 50 water gallons \$52.00

Pre-fabricated fireplace (includes wood stoves)

Each firebox \$26.00

Pre-fabricated chimney

Each chimney \$14.00

NOTE: New or replacement natural gas-fired or propane-fired fireplaces, new and replacement natural gas-fired furnaces or propane-fired in detached single family dwellings and townhouses also require a WSSC permit.

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OTHER FEES:

Re-inspection fee: \$ 110.00
 Work without permit: \$ 110.00
 Consultation inspection (per hour of fraction) \$135.00

KEY/UNITS

MBH = 1000Btuh 1KW = 3.4 MB
 WG = Water Gallon Ton = 12,000 BTUH

CHECK ALL THAT APPLY:

☐ Cooling Towers ☐ Commercial Hoods ☐ Ductwork
☐ Fuel-Oil Pumps ☐ Hydronic System Pump ☐ Piping of Equipment

Other: _____

D. PLEASE IDENTIFY WHICH OF THE FOLLOWING EQUIPMENT(S), ARE BEING INSTALLED OR REPLACED. INDICATE CAPACITY AND QUANTITY AS APPROPRIATE.

	EQUIPMENT TYPE (CHECK, IF APPLICABLE)	TOTAL CAPACITY	TOTAL QTY
1	COOLING EQUIPMENT <input type="checkbox"/> Gas <input type="checkbox"/> Elec <input type="checkbox"/> Oil <input type="checkbox"/> Other Is this equipment a Chiller <input type="checkbox"/> or refrigeration unit <input type="checkbox"/> ?	TONS	
2	HEATING EQUIPMENT <input type="checkbox"/> Gas <input type="checkbox"/> Elec <input type="checkbox"/> Oil <input type="checkbox"/> Other	MBH	
3	PRE-FAB FIREPLACE		
4	PRE-FAB CHIMNEY		
5	RESIDENTIAL BOILERS <input type="checkbox"/> Gas <input type="checkbox"/> Elec <input type="checkbox"/> Oil <input type="checkbox"/> Other		
6	TANKS (EXPANSION)		
7	TANKS (FUEL-OIL, LP-GAS)		

E. Authorized Agent Affidavit

I Hereby declare and affirm, under the penalty of perjury, that:

1. I am duly authorized to make this permit application on behalf of _____
2. The work proposed by this building permit application is authorized by the property owner; and
3. All matters and facts set forth in this Affidavit are true and correct to the best of my knowledge, information and belief.

Signature of Authorized Agent _____ Date _____

Print Name _____

F. Affidavit

In applying for an exemption from the licensing requirements to obtain a mechanical permit, the following must be true: (Check One)

An individual owner of a single-family dwelling while that owner is practicing heating, ventilation, air-conditioning, or refrigeration services on or within a building or structure owned by the individual.

An individual who is building a single-family dwelling in which that individual will reside while practicing heating, ventilation, air conditioning, or refrigeration services on or within that dwelling.

Other _____

All matters and facts set forth in this Affidavit are true and correct to the best of my knowledge, information, and belief. I hereby declare and affirm, under the penalty or perjury, all of the above:

Signature of Property Owner _____ Date _____

Print Name: _____